

# PERSONNEL OUT PROCESSING RECORD

See proponent agency, Medical Holding Company - BAMC/FSHTX for use of this form.

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SECTION A - PERSONAL DATA			
1. NAME:	2. RANK:	3. SSN:	4. PMOS:
5. DEPARTURE DATE:			
6. Unit of Assignment/MOB Station:		7. Case Manager:	

## SECTION B - INSTRUCTIONS

Soldier will hand carry original during out processing. Medical Holding Company personnel will conduct a review and sign or initial in the appropriate block(s) provided. Upon completion of out processing, soldier will give the original to the MHC, Bldg 3642A for action.

SECTION C - ADMINISTRATIVE REQUIREMENTS			
MEDICAL HOLD COMPANY (BLDG 3642A)			
OFFICE/LOCATION		SIGNATURE/INITIALS	
<b>BAMC (Bldg 3600 Hospital)</b>			
CASE MANAGER			
<b>TRICARE (Basement)</b>			
Turn In Identification Badge			
PEBLO (MEB Only)			
Medical Records			
<b>LODGING</b>			
Barracks (E-6 and below)			
Turn In Linen			
Guest House (E-7 and up)			
Fisher House			
<b>PATIENT PERSONNEL (Bldg 3542/Rm 112)</b>			
Release Orders			
Finance (Bldg 3642/Rm 112)			
Active Duty- Bldg 357			
Turn In Meal Card			
DA 1610 Request for Travel			
<b>Platoon Sergeant</b>			
<b>Commander/1SG Out-Brief</b>			
<b>Contact Duty Driver (827-6807)</b>			
<b>DA 647 Personnel Roster (Sign Out Roster)</b>			
<b>Company Admin (Copy of Orders)</b>			

## STATEMENT OF UNDERSTANDING

I, (PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL), \_\_\_\_\_

(SSN) \_\_\_\_\_ have completed all outprocessing, regarding of discharge, as mandated by Congress, IAW Public Law 101-510, DA PAM 635-4 Page 3. Upon completion of all out processing, I understand I am hereby required to report to Bldg 3642A, Medical Holding Company for accountability and further instruction.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMMANDER/1SG SIGNATURE